

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on PFM Reforms Leadership, Coordination and Monitoring  
Shoheed Prokoushali Bhaban (4th Floor), IEB, Ramna, Dhaka-1000

**ANNUAL PROCUREMENT PLAN**  
**FY 2023-24**

**Summary of Procurement**

BDT (in Lac Taka)

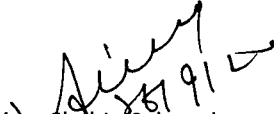
<u>Types</u>	<u>Estimated Cost</u>
<b>Goods</b>	<b>117.50</b>
<b>Service</b>	
Individual Consultant	1,205.55
Non Consulting Services	185.00
<b>Total</b>	<b>1,508.05</b>



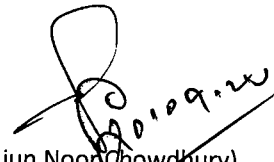
(Md. Masud Rana)  
Junior Consultant (Executive)  
SPFMS, Finance Division,  
Ministry of Finance



(Md. Shahed Hasan)  
Consultant (Finance &  
Accounts Manager)  
SPFMS, Finance Division,  
Ministry of Finance



(Saima Shahin Sultana)  
Program Executive & Coordinator  
SPFMS, Finance Division, Ministry of  
Finance



(Shirajun Noor Chowdhury)  
Additional Secretary (Budget-1)  
Finance Division, Ministry of Finance  
&  
National Program Director, SPFMS

## ANNUAL PROCUREMENT PLAN 2023-24

Ministry: Ministry of Finance

Agency: Finance Division

Procuring Entity Name & Code NA

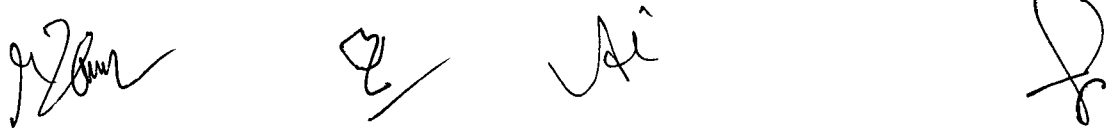
Program Name: Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)

Scheme Name: Scheme on PFM Reforms Leadership, Coordination & Monitoring

Budget : Development

Goods

Package No	Description	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Lac Tk.	Time Code for Process	invitation/ Advertise Tender	Tender Opening	Tender Evaluation	Appraisal to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FD-GD37	Stationary	LS	LS	RFQ	NPD	IDA/GoB	4.00	Planned Dates	27-Jul-23	3-Aug-23	10-Aug-23	13-Aug-23	16-Aug-23	19-Aug-23		2-Sep-23
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
								Actual Days								
FD-GD38	Cleaning and Washing Items	LS	LS	RFQ	NPD	IDA/GoB	3.00	Planned Dates	24-Jul-23	31-Jul-23	7-Aug-23	10-Aug-23	13-Aug-23	16-Aug-23		30-Aug-23
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
								Actual Days								
FD-GD39	Computer Consumables	LS	LS	RFQ	NPD	IDA/GoB	4.00	Planned Dates	24-Jul-23	31-Jul-23	7-Aug-23	10-Aug-23	13-Aug-23	16-Aug-23		30-Aug-23
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
								Actual Days								
FD-GD40	Office Equipments for IPF Smart Board	Nos.	1	RFQ	NPD	IDA/GoB	5.00	Planned Dates	27-Jul-23	3-Aug-23	10-Aug-23	13-Aug-23	16-Aug-23	19-Aug-23		2-Sep-23
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
								Actual Days								
FD-GD41	Computer and Accessories			OTM	NPD	IDA/GoB	32.00	Planned Dates	17-Aug-23	2-Sep-23	16-Sep-23	23-Sep-23	30-Sep-23	28-Oct-23		26-Jan-24
								Planned Days	0	16	14	7	7	28	72	90
								Actual Dates								
								Actual Days								
FD-GD42	Office Equipments for IPF and Scheme			OTM	NPD	IDA/GoB	48.00	Planned Dates	17-Aug-23	2-Sep-23	16-Sep-23	23-Sep-23	30-Sep-23	28-Oct-23		27-Dec-23
								Planned Days	0	16	14	7	7	28	72	60
								Actual Dates								
								Actual Days								
FD-GD43	Office Furniture for IPF			OTM	NPD	IDA/GoB	15.50	Planned Dates	31-Aug-23	16-Sep-23	30-Sep-23	7-Oct-23	14-Oct-23	11-Nov-23		10-Jan-24
								Planned Days	0	16	14	7	7	28	72	60
								Actual Dates								
								Actual Days								
								White Board with Stand	Nos.	5						
Classroom Chair	Nos.	110														
Dining Table	Nos.	7														
Dining Armless Chair	Nos.	50														
Head Table for Gests/Chairpersons etc	Nos.	2														



Goods

Package No	Description	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Lac Tk.	Time Code for Process	invitation/ Advertise Tender	Tender Opening	Tender Evaluation	Appraisal to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FD-GD44	Printing and Binding-1	LS	LS	RFQ	NPD	IDA/GoB	4.00	Planned Dates	1-Aug-23	8-Aug-23	15-Aug-23	18-Aug-23	21-Aug-23	24-Aug-23		7-Sep-23
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
FD-GD45	Printing and Binding-2	LS	LS	RFQ	NPD	IDA/GoB	2.00	Planned Dates	1-Feb-24	8-Feb-24	15-Feb-24	18-Feb-24	21-Feb-24	24-Feb-24		9-Mar-24
								Planned Days	0	7	7	3	3	3	23	14
								Actual Dates								
<b>Sub-Total</b>							<b>117.50</b>									

Consulting Services (Individual)

**ANNUAL PROCUREMENT PLAN 2023-24**

Ministry: Ministry of Finance

Agency: Finance Division

Procuring Entity Name & Code NA

Program Name: Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)

Scheme Name: Scheme on PFM Reforms Leadership, Coordination & Monitoring

Budget : Development

**Consulting Services (Individual)**

Package No	Description	Unit	Qty.	Unit	Qty.	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Lac Tk.	Time Code for Process	Advertise Eol	Issue RFP	Proposal opening	Proposal Evaluation	Financial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract							
1	2	3	4			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
FD-S1	Program Executive and Coordinator	Persons	8	Months	12	SIC/SSS	HOPE	IDA/GoB	423.64	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	
FD-S2	Senior Consultant (Monitoring and Evaluation)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	62.10	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	
FD-S3	Senior Consultant (Procurement Specialist)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	62.10	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	
FD-S4	Implementation support consultants	Persons	11	Months	12	SIC/SSS	HOPE	IDA/GoB	334.19	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74								
										Actual Dates																	
										Actual Days			16														
FD-S5	Consultant (Communication Strategy)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	48.30	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	
FD-S6	Consultant (Finance and Accounts Manager)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	27.60	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74								
										Actual Dates																	
										Actual Days																	
FD-S7	Consultant (Office Manager)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	17.63	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74								
										Actual Dates																	
										Actual Days																	
FD-S8	IT Consultant (Programmer)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	48.30	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	
FD-S9	Jr. IT Consultant	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	20.70	Planned Dates	20-Jul-23	-	7-Aug-23	21-Aug-23	-	28-Aug-23	4-Sep-23	2-Oct-23		30-Jun-24							
										Planned Days			18	14	-	7	7	28	74	272							
										Actual Dates																	
										Actual Days																	

Consulting Services (Individual)

Package No	Description	Unit	Qty.	Unit	Qty.	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Lac Tk.	Time Code for Process	Advertise Eoi	Issue RFP	Proposal opening	Proposal Evaluation	Finacial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract			
1	2	3	4			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
FD-S10	Jr. Consultant (Assistant Office Manager)	Persons	1	Months	12	SIC/SSS	HOPE	IDA/GoB	15.33	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA			30-Jun-24		
										Planned Days			18	14	-	7	7	28	74				
										Actual Dates													
										Actual Days													
FD-S11	Jr. Consultant (Accounts)	Persons	2	Months	12	SIC/SSS	HOPE	IDA/GoB	26.83	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			30-Jun-24	
										Planned Days			18	14	-	7	7	28	74				
										Actual Dates													
										Actual Days													
FD-S12	Jr. Consultant (Executive)	Persons	10	Months	12	SIC/SSS	HOPE	IDA/GoB	118.83	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			30-Jun-24	
										Planned Days			18	14	-	7	7	28	74				
										Actual Dates													
										Actual Days													
									<b>TOTAL:</b>	<b>1,205.55</b>													

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**ANNUAL PROCUREMENT PLAN 2023-24**

Ministry: Ministry of Finance

Agency: Finance Division

Procuring Entity Name & Code NA

Program Name: Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)

Scheme Name: Scheme on PFM Reforms Leadership, Coordination & Monitoring

Budget : Development

**Non Consulting Services**

Package No	Description	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Lac Tk.	Time Code for Process	invitation/A dvertise Tander	Tender Opening	Tender Evaluation	Appraisal to Award	Notification of Award	Signing of Contract	Name of Consultant	Total time to Contract Signeture	Time for Completion of Contract	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
FD-NS1	Services to be Outsourced	Months	12	DTM	HOPE/NPD	IDA/GoB	57.00	Planned Dates	NA	NA	NA	NA	NA	NA	Faiza Enterprise		30-Jun-24	
	Planned Days							0	16	28	7	7	28		86			
	Actual Dates																	
	Actual Days																	
FD-NS2	Services to be Outsourced (Transport Services)	Months	12	DTM	HOPE/NPD	IDA/GoB	128.00	Planned Dates	NA	NA	NA	NA	NA	NA	Hasan Enterprise		30-Jun-24	
	Planned Days							0	16	28	7	7	28		86			
	Actual Dates																	
	Actual Days																	
<b>Total =</b>							<b>185.00</b>											